

Job Application for [Position Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Name] at [Company Name], as advertised on [where you found the job posting]. I was particularly inspired to apply for this position due to my experience and involvement in the [specific program or organization], where I had the pleasure of being mentored by [Alumni Name], a valued alumni of [University Name].

My time under [Alumni Name]'s mentorship has equipped me with [specific skills or experiences relevant to the job], and it has reinforced my desire to contribute to the [specific field or company]. The guidance I received has been invaluable and has motivated me to seek opportunities where I can apply my skills and grow further.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values], and I believe my background in [your field or expertise] aligns well with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your esteemed company.

Sincerely,

[Your Name]